



REQUEST FOR MAIL PREPARATION SERVICES

I. CONTACT/BILLING INFORMATION

Table with 4 columns: Title of Mailing, Contact Name, Budget No., Telephone No., Address (Building and Room No.), Email Address, Date, Department Name. Box No. 35 is pre-filled.

2. COMPLETION DATE

Required Mail Date** [] Approximate [] Critical. Jobs may incur ADDITIONAL charges in order to meet this date. *Allow 2 weeks from date form is received by Mail Prep.

3. MAILING MATERIAL (This is what you are providing to Mailing Services)

Materials printed at: [] Copy Services [] Publications Services. Type of piece(s): [] Letter [] Brochure [] Newsletter [] Flyer [] Postcard [] Survey [] Envelope [] Return Envelope [] Other. Title and Description of above items (list each item separately and include finished size and quantity):

4. SERVICES

Check all that apply: [] Address [] Tab (for letter size ink jet jobs) [] Insert [] Sort [] Other. Do not mail: [] Call for pickup [] Return to above address. Campus/US should be mailed: [] Campus [] First Class [] Presorted First Class [] Periodicals [] Non Profit Bulk [] Bulk Rate. International is mailed Air Printed Matter unless marked otherwise: [] Air Letter [] Surface Printed Matter [] Do not mail. Special Instructions:

5. MAIL LIST CONTENT (Must be received one week prior to requested mail date)

Grid with 3 columns: Disk/FTP, Labels, Campus Mailing Services List(s) to be used. Includes fields for No. of files, File Source, No. of names, and Labels provided will.

If short of material: [] Consider job complete [] Notify department for additional material (If neither box is checked, job will be considered complete.) Extra material is returned to department unless marked otherwise: [] Recycle [] Call for pick up. Note: large boxes are returned by Trucking Services and charged to above budget number.

United States Postal Service Address Verification Statement

Required for printed labels or pre-labeled materials only

Effective October 1, 1996 the United States Postal Service (USPS) began to require certification of all 5-digit ZIP Codes. Without this verification, your mailing must be sent at the First Class single piece rate.

To learn more about the USPS and the Coding Accuracy Support System (CASS), refer to <http://www.usps.gov>

The addresses or labeled mailers that I have provided to Mailing Services has been verified with the USPS or CASS certified software within one year of this mailing.

Signed: _____ Date _____

According to the United States Postal Law 18 U.S.C. 1001, submission of a false statement may result in imprisonment of up to 5 years and a fine of up to \$10,000.

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